

**Part 405 – Personal Property**

**WV405 Vehicle Management.**

This document further specifies vehicle management responsibilities of NRCS personnel in West Virginia.

- (a) Inspection and Maintenance of Vehicles. Vehicles shall be inspected annually. Annual inspections in West Virginia shall occur between January and April of each calendar year. Inspections shall be recorded on Form [WV-120-26 Motor Vehicle Inspection](#).

Inspections shall be done at a reasonable price. Prices for inspection of Government vehicles should be similar as those for WV State Inspections. After the inspection is complete and all safety related repairs are completed and signed off on the inspection form, the original of the [WV-120-26 Motor Vehicle Inspection](#) and receipt(s) of the inspection and repairs are to be sent to the ASTC-FO.

After the ASTC-FO receives and reviews all [WV-120-26 Motor Vehicle Inspection](#) forms for the vehicles in their Area, they are to ensure all safety repairs were completed. After completion of these two steps the ASTC-FO shall certify to the STC that all vehicles in their Area were inspected and all safety repairs made (**SEE EXAMPLE LETTER ON PAGE 4**). This certification shall be received by the Local Fleet Program Coordinator (LFPC) no later than the end of the first full week of June of each calendar year.

Personnel at the PMC shall submit inspection forms to the State Resource Conservationist (SRC) and State Soil Scientist (SSS) Personnel shall submit their inspection forms to the SSS. The SRC and SSS Staff Leader shall follow the same steps as the ASTC-FO to certify vehicles to the STC.

Each Vehicle shall have a [WV-120-25-Vehicle Operator Record Report](#) form located in the glove box and log each time the vehicle is used. All maintenance such as oil changes, tire rotations, tire replacement, tune-ups, brake replacement/repair, transmission rebuild, window replacement etc. will be recorded on the [WV-120-25-Vehicle Operator Record Report](#) form. Each employee assigned a vehicle shall be responsible to ensure the vehicle operator record report form is maintained and up to-date. Each Supervisor is responsible for the vehicles located at their office and will review the vehicle operator record report form with the operator at least each quarter to ensure proper maintenance is being performed. Each ASTC-FO, the SSS, and the SRC are responsible for all vehicles located within their area of responsibility, and are to perform spot checks at each office location each year. The findings of the spot checks are to be discussed with the responsible Supervisor as applicable. Corrective actions are to be confirmed in writing with a copy to the LFPC.

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Additionally, each operator is to ensure that the vehicle is kept clean, both inside and outside. If you are operating a pool vehicle you are responsible to leave the vehicle with at least a half full tank of fuel, and clean inside and outside. Reasonable judgment must be used when determining if a vehicle requires cleaning inside and/or outside to minimize costs. Although, at the end of each day all trash shall be removed from the vehicle and properly disposed of.

- (b) Payment of Repairs, Maintenance, Cleaning of Government Owned Vehicles. Each employee is to use the Fleet Card assigned to each vehicle to the greatest extent possible. If the vendor will not accept the Fleet Card contact your Area Administrative Coordinator for assistance in making payment. Area Administrative Coordinators are to set-up Blanket Purchase Agreements (BPA) with vendors as necessary to ensure the proper maintenance of Government Vehicles. Area Administrative Coordinators should work with the State Office Purchasing Agent as necessary to set-up BPA's. Questions on payments should be directed to the State Office Purchasing Agent.
- (c) Operation of Vehicles. All safety related repairs are to be done immediately. Safety related repairs are defined as any repair necessary for the safe operation of the vehicle, such as bald tires, non-functioning seat belts, non-operational horn, burned out light bulbs, etc. Each employee is expected to do a visual inspection of the vehicle prior to operation. Any safety related repairs shall be performed before the vehicle is operated. Contact your Area Administrative Coordinator if you have questions related to approvals required or method of payment for repairs.

All operators have authority to approve repairs up to but not exceeding \$100.00

The ASTC-FO, SRC, and SSS have authority to approve all repairs up to but not exceeding \$1,500.

Repairs in excess of \$1,500 must be approved by the LFPC.
- (d) Employee Responsibility and Liability. Each employee is responsible for the proper use and protection of Government owned vehicles under her or his control. Employees can be held financially liable for losses, damage, or misuse of vehicles.
- (e) Vehicle Management. The LFPC is responsible for the overall management of Government vehicles in West Virginia. The LFPC will work with the ASTC-FO, SRC, and SSS to ensure the fleet is maintained and replacements occur as funds are available. As a guide replacement of vehicles should occur when a vehicle is either eight years old or has over 80,000 miles.

The ASTC-FO, SRC, and SSS are to annually review the location and use of all Government owned vehicles within their administrative areas. The review shall include low use vehicles being moved to high use offices or employees, proper allocation of the types of vehicles (ie. 3 person office - 1 sedan, 1 4x4 pickup, and 1 2x4 pickup for

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example), and number of accidents by office. If necessary the relocation of vehicles will occur during the annual review.

- (f) State Office Vehicles. The LFPC will be the contact for all State Office vehicle inspection and repairs. State Office employees are expected to coordinate all repairs, maintenance, and inspections of State Office Government owned vehicles with the LFPC. The LFPC shall record all work performed on vehicles in the record book for that specific vehicle when he or she has the work performed. If the operator has work performed on the vehicle then it shall be the responsibility of the operator to submit all records to the LFPC.

The State Office Purchasing Agent will arrange payments for and set-up BPA's for maintenance, inspections, and repairs as necessary.

- (g) Official Records: Each Area, Field and State Office will maintain the following as part of their official vehicle file for each vehicle:
- Copy of all yearly inspection forms
  - Monthly Vehicle Operator Record Report
  - Any maintenance documents
  - Correspondence and receipts (Original receipts must be maintained for two years)

A copy of all records gathered will be forwarded to the LFPC on the last day of each quarter.

- (h) Storage. The authorization period for "intermittent" storage cannot exceed one month except for storage of a government vehicle by a construction inspector. In this case the authorization period cannot exceed one construction season.

Submit Form [AD-728 Request and Authorization for Home to Work Transportation](#) to request authorization for private residence storage. Authorization for brief, intermittent and overnight storage must be received in advance. Authorizations for storage will generally be limited to those situations where the employee would pass reasonably close to his/her residence if taking the most expeditious route in leaving or returning to his/her official headquarters.

Authorizations for brief, intermittent, and overnight storage may be approved by the Management Team members for their respective staff.

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**EXAMPLE LETTER**

**United States Department of Agriculture**



Natural Resources Conservation Service

TYPE ADDRESS HERE

PHONE:

FAX:

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**SUBJECT:** ADS-Vehicle Management

**DATE:**

**TO:** Kevin Wickey  
State Conservationist  
Morgantown, WV

**FILE:** 120-19-13

As required under Subpart 104I-38.402(e), this memorandum serves as my certification that all NRCS-owned motor vehicles under my administrative area were inspected during the 200\_\_ calendar year. Based upon the inspection reports I have received, the vehicles were found to be safe to operate or repaired to make them safe.

Attached herewith are the inspection forms for 200\_\_, and Excel Spreadsheet(s) depicting vehicle status, vehicles to be surplusd for sale, and an itemized listing of repair costs related to the safety inspections.

(Signature)

NAME

TITLE

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